

Weekly Report for Week Ending 1/8/58
from
RECORDS DISPOSITION BRANCH

1. Assignments - Active 25X1A9a

a. Project 6-40 OCR [REDACTED]

✓ Mr. Krauskopf, National Archives, visited our Staff yesterday to appraise our requests for legal authority to destroy certain records in OCR. His appraisal will be forwarded to the Congress along with our request. 25X1A9a

b. Project 6-95 - Office of Personnel [REDACTED]

✓ No change from previous report. 25X1A8a 25X1A9a

c. Project 8-18 - Office of Operation [REDACTED] [REDACTED]

2a ✓ The schedule has been reviewed by all branch officials and returned to the ARO who will meet with the Executive Officer OO/C for further coordination. Forms have been collected from 60% of the branches as a preliminary move towards a forms survey. Collection of forms has been undertaken at the request of Chief, Forms Management Branch.

On Tuesday, 7 January, Mrs. [REDACTED] of the [REDACTED] OO/C 25X1A8a visited Records Disposition Branch to discuss shelf filing. Mr. [REDACTED] 25X1A9a and Miss [REDACTED] accompanied Mrs. [REDACTED] to the Biographic Register 25X1A9a file room where Mr. [REDACTED] explained the pros and cons about the shelf filing installed in that Division. Mrs. [REDACTED] is presently 25X1A9a considering the idea of converting to shelf filing in her area.

25X1A9a d. Project 8-20 - ORR [REDACTED]

3b ✓ Installation of subject-numeric file system completed in all files except the substantive files of the Chief, Economic Area. This installation will begin on 13 January. A total of 36 out of 37 installations covered by this project is completed. The 1958 files are currently being started and assistance is being furnished.

e. Project 8-49 - Office of Personnel [REDACTED] 25X1A9a

✓ Installation of Subject-Numeric file in Office of Chief, Position Evaluation Division, OP - 80% complete, ✓

2c 2 f. Project 8-53 -OTR [REDACTED] 25X1A9a

2a 3 A review and audit of OTR's Records Management Program is under way. Under consideration will be the REcords Control Schedule, retirement procedures and maintenance facilities.

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25X1A9a^g. Project 8-48 - Medical Staff [REDACTED]

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Presented a floor plan which provides for use of Open File shelving to Mr. [REDACTED] Administrative Officer and Mr. [REDACTED] Registrar who accepted the proposal. This proposal is being developed to provide filing facilities for a present volume of 175 cu. ft. of Medical Chart Files and an estimated 125 cu. ft. expansion. Consideration was also given to the space this Office will occupy in the new Agency Building when the X-Ray files will probably be stored in the same Office. Specifications will be developed for the procurement of this equipment.

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h. Map Library/ORR [REDACTED]

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The proposed floor plan of the [REDACTED] was presented to Mr. J. C. Oleinik, Structural Engineer, GSA-100 on 6 January 1958. Others present were Messrs [REDACTED]

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i. File Equipment Review [REDACTED]

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Requisitions for 3 pieces of safe type equipment were approved during the week.

j. Comptroller, Machine Records Division [REDACTED]

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No action on this project.

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Discussed with Mr. [REDACTED] Stock Management, OL, the usefulness elsewhere of equipment which may be released from the [REDACTED] suggested the idea of transferring this equipment to GSA for credit towards the purchase of Open File shelving.

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k. Review of Subject Files Installations

1. The review of all file installations made during 1957 continues. At this time, reviews have been made and new folders provided to all installations in OSI. In addition, review of two installations in OCR/SR have been made. [REDACTED] 25X1A9a

2. Continued follow-up on previous installations of Subject-Numeric Files in OP (5) to assist in establishment of new files for 1958. [REDACTED] 25X1A9a

2. Assignments - Inactive

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a. [REDACTED]

3. Vital Materials

- a. Microfilming of Vital Materials in the Office of Security continues. This semi-annual filming will be completed on 13 January.

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4. News

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- a. Mr. [REDACTED], OCI, to propose the use of Saf-T-Stack card files to replace safes now used in one of their divisions where a vaulted area is available. Shelf files which they first suggested was ruled out by Mr. [REDACTED] of this Staff as unsuitable for active cards as well as more costly than Saf-T-Stack. OCI personnel are scheduled to visit a Saf-T-Stack installation at [REDACTED] where this type of filing has been utilized since 1953.

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- b. Contacted [REDACTED] OGC, to remind her that the Records Control Schedule for Legislative Counsel has not been brought up-to-date. She requested another delay until a new secretary for Legislative Counsel has been orientated on legislative matters.
- c. Assisted the Suggestion Awards Staff in the retirement of inactive records to the Records Center. 25X1A9a
- d. An informal call was received from Mr. [REDACTED] Document Division, OCR concerning Open File shelving. Our assistance was offered and a meeting is to be arranged at his convenience.

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